Vascular InterVentional Advances

October 8 - 10, 2013

WELCOME LETTER

Wynn Las Vegas

Las Vegas, NV

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: https:\\xpert.boomerecommerce.com

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 702-248-8007 8am – 5pm (PST) Monday – Friday or e-mail us at help@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

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CRITICAL SHOW INFORMATION

Wynn Las Vegas

Las Vegas, NV

Booth Information

Booth Package Includes:	8' back drape (cream & burgundy) 3' side drape (cream) 1 – wastebasket, 1 – ID sign 1 – 6' skirted table (burgundy) & 2 side chairs (see free booth package furniture form in the furniture section, please submit by 9/6/2013) ***Maximum booth height is 8 feet (including signs and banners)***
Table Top Package Includes:	3' back drape (cream), 3' side drape (cream) 1 – 6' skirted table (burgundy), 2 – side chairs 1 – wastebasket, 1 – ID sign
Aisle Carpet:	Facility Carpet (multi-colored)

Exhibit Hall Hours

Exhibitor Installation:	Sunday, October 6 (200 sq. ft. booths or larger only) Monday, October 7	12:00 pm - 6:00 pm 8:00 am - 5:00 pm
Show Hours:	Tuesday, October 8 Wednesday, October 9 Thursday, October 10	7:00 am - 4:15 pm 7:30 am - 4:15 pm 7:30 am - 4:15 pm
Exhibitor Dismantle:	Thursday, October 10 Friday, October 11 (200 sq. ft. booths or larger only)	4:15 pm - 10:00 pm 8:00 am – 12:00 pm
All Out By:	Friday, October 11	12:00 pm

All carriers must check in no later than 10 am on Friday, October 11 for freight pick up

Shipping Information

Advance Warehouse:

All materials shipped in advance to the warehouse must arrive by 9/27/2013.

c/o UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Direct to Show Site

First day direct shipments will be accepted is Sunday, October 6.

c/o Xpert Exposition Services
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV, 89109

Important Dates / Deadlines

First day advance freight accepted:	***8/30/2013***
Booth package order deadline	***9/06/2013***
Discount price deadline for booth/furniture	***9/19/2013***
Last day advance freight accepted	***9/27/2013***
First day direct freight accepted	***10/6/2013***

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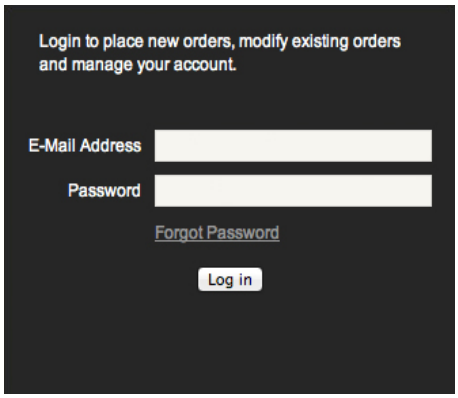
ONLINE ORDERING INSTRUCTIONS

Online Ordering

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to https://xpert.boomerecommerce.com , our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.

   Enter your email address and password here:



   Copying and pasting the password is suggested to eliminate errors.

   -or-

2. Go to our website at www.xpertexpo.com

   Click on Xpert Online Ordering If you are not the main contact provided for the exhibiting booth, please click on Register Now You will be required to supply both your company name and zip code to gain access and start placing orders.

   Once you have located your company and set up your contact information, click on Shop Now in the "My Events" column next to the event you would like to place an order for.

   Your shopping cart can be viewed by clicking 0 item(s) in your cart in the upper right hand side of the screen, at any time during the ordering process.

   Helpful Hints:

   If you would like to remove an item from your shopping cart, click the X.

   Special instruction can be added to clarify your order by clicking Add Instruction under any items ordered.

   Change color of carpet, drape, or skirt or any required selections during ordering, click on Edit Attributes and proceed with changes.

   After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item.

Xpert EXPOSITION SERVICES

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PAYMENT AUTHORIZATION

Exhibiting Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a $25.00 service charge will be added.
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐ Visa ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service
☐ Booth Labor ☐ Other _____

Payment type: ☐ MasterCard ☐ Visa ☐ American Express ☐ Check $_____

Account Number _____ Exp. Date _____ Security Code _____

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY STATE ZIP COUNTRY

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

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SHIPPING ADDRESSES

Wynn Las Vegas

Las Vegas, NV

Advance Shipments to Warehouse

Address

To: (Exhibiting Company and booth number)

For: Vascular InterVentional Advances

UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Information

Advance shipments are accepted from 8/30/2013 through 9/27/2013.

Direct Shipments to Show Site

Address

To: (Exhibiting Company and booth number)

For: Vascular InterVentional Advances

Xpert Exposition Services
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV, 89109

Information

First day direct shipments will be accepted is Sunday, October 6.

Any shipment arriving prior to Sunday, October 6 may not be accepted and is subject to additional handling fees.

ESS ADVANCE SHIPPING

From:

Vascular InterVentional Advances

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name:_____
Booth Number:_____
Piece: _____of_____

A *RUSH*
EXHIBIT MATERIAL

ESS ADVANCE SHIPPING

From:

Vascular InterVentional Advances

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name:_____
Booth Number:_____
Piece: _____of_____

A *RUSH*
EXHIBIT MATERIAL

ESS ADVANCE SHIPPING

From:

Vascular InterVentional Advances

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name:_____
Booth Number:_____
Piece: _____of_____

A *RUSH*
EXHIBIT MATERIAL

ESS ADVANCE SHIPPING

From:

Vascular InterVentional Advances

To: UPS Freight c/o Sunset Las Vegas
4120 W. Windmill Ln. Ste. 103
Las Vegas, NV 89139

Company Name:_____
Booth Number:_____
Piece: _____of_____

A *RUSH*
EXHIBIT MATERIAL

xpert EXPOSITION SERVICES

DIRECT SHIPPING

From:

Vascular InterVentional Advances

To: Xpert Exposition Services
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV, 89109

Company Name:_____
Booth Number:_____
Piece: _____of_____

D ***RUSH***
EXHIBIT MATERIAL

xpert EXPOSITION SERVICES

DIRECT SHIPPING

From:

Vascular InterVentional Advances

To: Xpert Exposition Services
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV, 89109

Company Name:_____
Booth Number:_____
Piece: _____of_____

D ***RUSH***
EXHIBIT MATERIAL

xpert EXPOSITION SERVICES

DIRECT SHIPPING

From:

Vascular InterVentional Advances

To: Xpert Exposition Services
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV, 89109

Company Name:_____
Booth Number:_____
Piece: _____of_____

D ***RUSH***
EXHIBIT MATERIAL

xpert EXPOSITION SERVICES

DIRECT SHIPPING

From:

Vascular InterVentional Advances

To: Xpert Exposition Services
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV, 89109

Company Name:_____
Booth Number:_____
Piece: _____of_____

D ***RUSH***
EXHIBIT MATERIAL

Vascular InterVentional Advances
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MATERIAL HANDLING COSTS

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $74.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $90.00 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x $80.00 per 100 lbs.**
= $_____

Uncrated Additional Handling
Shipment Weight _____ cwt x $95.00 per 100 lbs.**
= $_____

***200 lb. minimum*

Small Packages
First Piece $30.00 + ____ Additional Pieces @ $20.00

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Cost Estimate

Material Handling	$
Estimated Additional Charges	$
Total Estimated Material Handling	**$**

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Late to Warehouse Fee: - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional $50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

No Overtime Rates Applicable.

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MATERIAL HANDLING AUTHORIZATION

Company Name _____ Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x $74.00 per 100 lbs.**
= $_____

Crated Additional Handling*
Shipment Weight _____ cwt x $90.00 per 100 lbs.**
= $_____

** Uncrated shipments will NOT be accepted at the Advance Warehouse.*
***200 lb. minimum*

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x $80.00 per 100 lbs.**
= $_____

Uncrated Additional Handling
Shipment Weight _____ cwt x $95.00 per 100 lbs.**
= $_____

***200 lb. minimum*

Small Packages
First Piece $30.00 + ____ Additional Pieces @ $20.00

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee: - Shipments arriving after "date" will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional 30% per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

No Overtime Rates Applicable.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X _____ _____ _____
AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

MATERIAL HANDLING POLICY

Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $ .50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.

Xpert EXPOSITION SERVICES

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BOOTH LABOR
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m. Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 9/19/2013: Add 30% to hourly rates.

LABOR RATES: **Anytime Rate $80.00 (no overtime charges are applicable)**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time	# of Laborers	Total Hours	Hourly Rate	Total Cost
installation				

☐ Xpert Supervision* on installation labor

dismantle				

☐ Xpert Supervision* on dismantle labor

Total Estimated Costs	**$**

*Xpert Supervision

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative _____

Cell Phone Number _____

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

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OUTBOUND SHIPPING INSTRUCTIONS

Xpert Exposition Supervised Labor Only

Company Name | Booth Number

Contact Person | E-Mail

OUTBOUND SHIPPING INSTRUCTIONS (XPERT EXPO SUPERVISED LABOR ONLY)

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show | Booth #

Address

City | State | Zip | Country

Attention:

Phone | Fax

SHIPPING METHOD

☐ AIR ☐ GROUND

Name of Carrier

Please note:

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.

Xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name | Booth Number

Contact Person | E-Mail

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs).

Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 9/19/2013.

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY | STATE | ZIP | COUNTRY

TELEPHONE | FAX | EMAIL

Services to be provided

☐ All Xpert Services ☐ Furniture & Carpet ☐ Material Handling ☐ Booth Cleaning & Porter Service

☐ Booth Labor ☐ Other _____

Is this company authorized to order services on your behalf? ☐ YES ☐ NO

Is this company responsible for charges incurred for the show? ☐ YES* ☐ NO

*If yes, both parties must complete and sign the Third Party Payment form.

I hereby authorize the companies noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Management Rules and Regulations as noted in the Exhibitor Contract and this Service Manual and agree to abide by the same.

PRINT NAME | SIGNATURE | DATE

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

ACORD # CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY): 01/01/03

PRODUCER

ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 300,000 $ 10,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐ _____	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN AUTO ONLY: $ $	$1,000,000 $1,000,000
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/08	01/01/09	EACH OCCURENCE AGGREGATE 	$1,000,000 $1,000.000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $1,000.000 $1,000.000 $1,000.000
D	OTHER					

SAMPLE COPY

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER | X | **ADDITIONAL INSURED; INSURER LETTER: X** | **CANCELLATION**

Xpert Exposition Services
Exhibitor Services
6435 S. Valley View Blvd. Ste D
Las Vegas, NV 89118

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE
John Smith, CIC
John Smith, CIC

Xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

FORKLIFT LABOR
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, unskidding, positioning and reskidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATE: $275.00

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
installation				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Total Estimated Costs	**$**

Description of Work to be performed: _____

Describe largest piece to be handeled:

Weight _____lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____ _____
NAME CELL

Please note:
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

BOOTH CLEANING
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Booth Cleaning

Vacuuming of booth and emptying of wastebaskets once daily

Booth dimensions		Total area		Discount Price		Standard Price		Daily Price
_____ x _____	=	_____	x	$0.37	or	$0.47	=	_____

Daily Price		Number of days		Cleaning Service Total Price
_____	x	_____	=	_____

Porter Service

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	$130.50	_____	_____
1000 to 1500 sq. ft.	$150.50	_____	_____
1500 to 2000 sq. ft.	$170.50	_____	_____
2000 to 2500 sq. ft.	$190.50	_____	_____
2500 to 3000 sq. ft.	$210.50	_____	_____
3000 to 3500 sq. ft.	$230.50	_____	_____
3500 to 4000 sq. ft	$250.50	_____	_____
Over 4000 sq. ft.	$270.50	_____	_____
		Total Costs	

Vascular InterVentional Advances
October 8 - 10, 2013

FREE TABLES & CHAIRS

Company Name | Booth Number

Contact Person | E-Mail

Free Furniture

Attention Exhibitors:

You must return this form by 9/06/2013 to have the complimentary tables delivered to your booth!

1 skirted table (burgundy) and 2 side chairs per 10 x 10 are provided to you by show management. Please indicate the number of tables and chairs you require up to the allotted amount. Additional tables may be ordered on the furniture & accessories page.

Tables _____
quantity (1 per 10 x 10 space)

Chairs _____
quantity (2 per 10 x 10 space)

xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

FURNITURE & ACCESSORIES

Side Chair

Barstool

36" x 30" High Conference Table

Tables with Skirting

Chrome Bag Stand

Chrome Sign Stand

Literature Rack

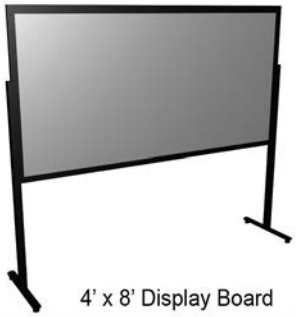
Stanchion
(includes 7' retractable cord)

Tripod Easel

Garment Rack

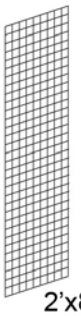
Raffle Drum

Wastebasket


4' x 8' Display Board

8' Upright Pole & Base

6' – 10' Crossbar


2'x8' Gridwall

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www.xpertexpo.com

Xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

STANDARD FURNITURE
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	$55.00	$71.50	$_____
Barstool	_____	$97.00	$126.10	$_____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36” x 30” High Conference Table	_____	$189.00	$245.70	$_____
36” x 40” High Cocktail Table	_____	$209.00	$271.70	$_____

30” Tables

4’ x 2’ x 30” High Table (unskirted)	_____	$58.00	$75.40	$_____
6’ x 2’ x 30” High Table (unskirted)	_____	$71.00	$92.30	$_____
8’ x 2’ x 30” High Table (unskirted)	_____	$82.00	$106.60	$_____

40” Tables

4’ x 2’ x 40” High Table (unskirted)	_____	$70.00	$91.00	$_____
6’ x 2’ x 40” High Table (unskirted)	_____	$83.00	$107.90	$_____
8’ x 2’ x 40” High Table (unskirted)	_____	$94.00	$122.20	$_____
Draped Riser (white only) ☐ 4’ ☐ 6’	_____	$56.00	$72.80	$_____

Table skirting

Skirting Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

If choosing more than one color, please note specifics _____

		Quantity	Discount Price	Standard Price	Extended Price
30” Table Skirting	(3 sides)	_____	$39.00	$50.70	$_____
40” Table Skirting	(3 sides)	_____	$49.00	$63.70	$_____
30” Table Skirting	(4th side)	_____	$39.00	$50.70	$_____
40” Table Skirting	(4th side)	_____	$49.00	$63.70	$_____

Total Costs	**$**

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

Xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

FURNITURE ACCESSORIES
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	$95.00	$123.50	$_____
22” x 28” Chrome Sign Stand	_____	$89.00	$115.70	$_____
4’ x 8’ Display Board	_____	$164.00	$213.20	$_____
4’ x 8’ Peg Board	_____	$164.00	$213.20	$_____
2’ x 8’ Grid Wall	_____	$87.00	$113.10	$_____
Grid Wall Feet (set of two)	_____	$25.00	$25.00	$_____
Garment Rack	_____	$99.00	$128.70	$_____
Literature Stand	_____	$98.00	$127.40	$_____
Raffle Drum	_____	$93.00	$120.90	$_____
Stanchion (includes 7’ retractable cord)	_____	$73.00	$94.90	$_____
Tripod Easel	_____	$37.00	$48.10	$_____
8’ Upright Pole & Base	_____	$26.00	$33.80	$_____
6’ – 10’ Crossbar	_____	$26.00	$33.80	$_____
Wastebasket	_____	$19.00	$24.70	$_____

BOOTH DRAPE

Drape Color ☐ Black ☐ Blue ☐ Burgundy ☐ Gold ☐ Green ☐ Red ☐ Silver ☐ Teal ☐ White

	Quantity	Discount Price	Standard Price	Extended Price
8’ high drape – backdrop (per linear foot)	_____	$15.00	$19.50	$_____
3’ high drape – siderail (per linear foot)	_____	$12.00	$15.60	$_____
End Cap	_____	$45.00	$58.50	$_____
			Total Costs	**$**

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xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

BOOTH CARPET
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Quantity	Discount Price	Standard Price	Extended Price
10' x 10'	_____	$144.00	$187.20	$_____
10' x 20'	_____	$288.00	$374.40	$_____
10' x 30'	_____	$432.00	$561.60	$_____
10' x 40'	_____	$576.00	$748.80	$_____
10' x 50'	_____	$720.00	$936.00	$_____

Custom Cut Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

	Size		Sq. Ft.		Discount Price		Standard Price		Extended Price
Per Square Foot (minimum 100 ft.)	____	X ____ =	_____	X	$2.40	or	$3.12	=	$_____

Plush Carpet

Carpet Colors ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal ☐ White

	Size		Sq. Ft.		Discount Price		Standard Price		Extended Price
Per Square Foot (minimum 100 ft.)	____	X ____ =	_____	X	$3.30	or	$4.29	=	$_____

Accessories

	Size		Sq. Ft.		Discount Price		Standard Price		Extended Price
Padding (1/2 inch foam)									
Per Square Foot (minimum 100 ft.)	____	X ____ =	_____	X	$1.40	or	$1.82	=	$_____
Double Padding (1 inch foam)									
Per Square Foot (minimum 100 ft.)	____	X ____ =	_____	X	$2.75	or	$3.58	=	$_____
Visqueen (3 mil)									
Per Square Foot (minimum 100 ft.)	____	X ____ =	_____	X	$0.95	or	$1.24	=	$_____

Total Costs	**$**

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Xpert EXPOSITION SERVICES

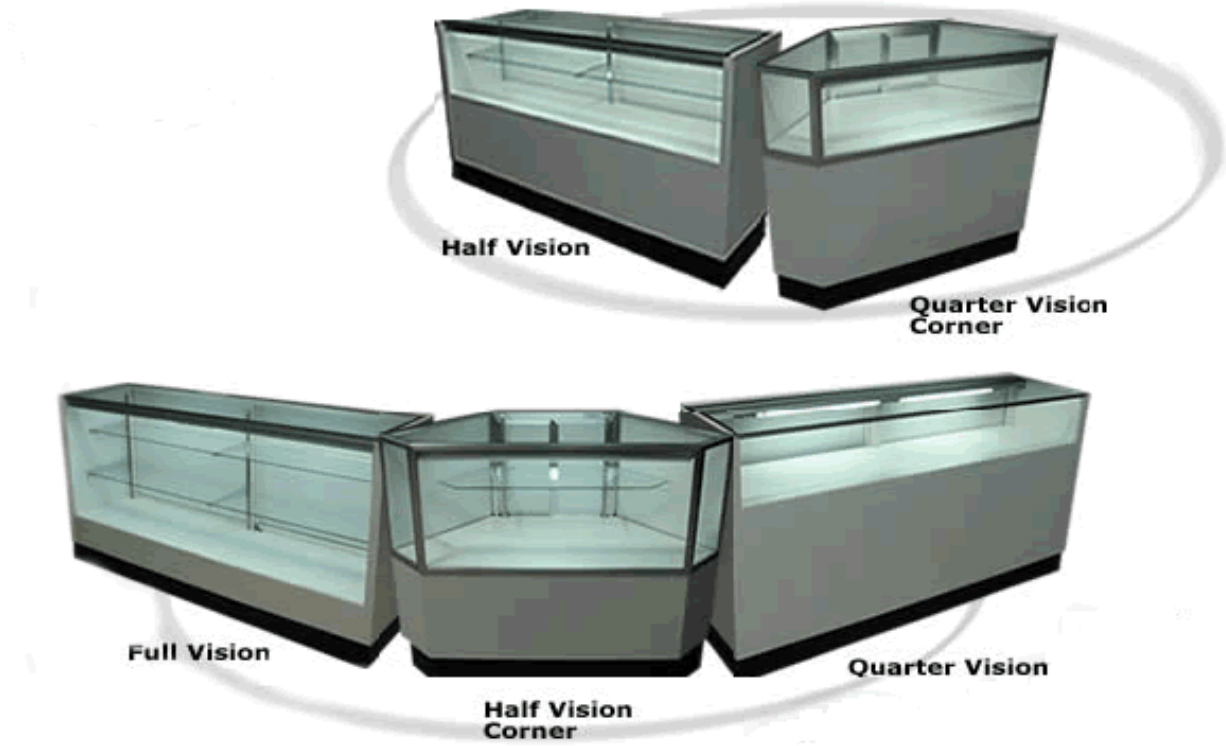
Vascular InterVentional Advances
October 8 - 10, 2013

SHOWCASE RENTAL
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Standard Showcase



Size		View		Quantity	Discount Price	Standard Price	Extended Price
4’	☐ full	☐ half	☐ quarter	_____	$335.00	$435.50	$_____
5’	☐ full	☐ half	☐ quarter	_____	$345.00	$448.50	$_____
6’	☐ full	☐ half	☐ quarter	_____	$355.00	$461.50	$_____
Corner		☐ half	☐ quarter	_____	$345.00	$448.50	$_____
						Total Costs	**$**

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Xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

WATER COOLER RENTAL
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Water Cooler

	Quantity	Discount Price	Standard Price	Extended Price
Water Cooler Unit	_____	$123.00	$159.90	$_____
Additional Water Bottle*	_____	$18.00	$23.40	$_____
Additional Sleeve of Cups*	_____	$9.50	$12.35	$_____

Please note: Both bottled water and disposable cups are taxable items. No returns on water bottles once they are delivered.

Total Costs	**$**

Each unit rental includes:

- Delivery of unit to your booth
- One sleeve of paper cups
- One water bottle
- Removal of unit from your booth

Electrical outlets must be provided by exhibitor.

Water Coolers require a 10 amp outlet.

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

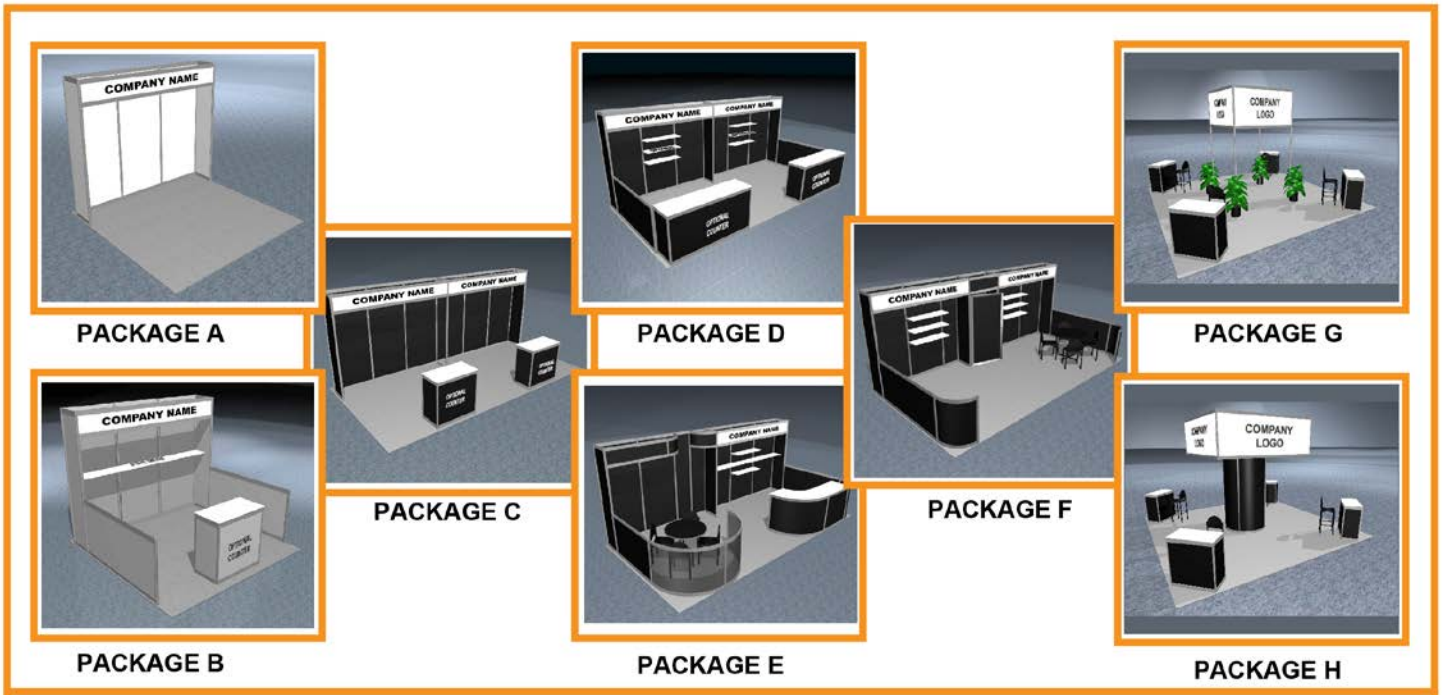
xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

BOOTH RENTAL
Discount Price Deadline 9/19/2013

Company Name | Booth Number

Contact Person | E-Mail



ACCESSORIES

ARM LIGHT

SHELF

1M COUNTER

2M COUNTER

CURVED COUNTER

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www.xpertexpo.com

Vascular InterVentional Advances
October 8 - 10, 2013

BOOTH RENTAL

Discount Price Deadline 9/19/2013

Company Name | Booth Number

Contact Person | E-Mail

Booth Rental Packages

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	$1345.00	$1748.50	
Package B • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	$1830.00	$2379.00	
Package C • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	$2045.00	$2658.50	
Package D • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	$2557.00	$3324.10	
Package E • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	$3245.00	$4218.50	
Package F • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	$3150.00	$4095.00	
Package G • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	$3245.00	$4218.50	
Package H • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	$3945.00	$5128.50	

Total Costs	**$**

Header copy:

Text color: ☐ Black ☐ Blue ☐ Red ☐ Grey

Panel color: ☐ White ☐ Black ☐ Grey ☐ Grey Fabric (Velcro friendly) ☐ Black Fabric (Velcro friendly)

Carpet color: ☐ Black ☐ Blue ☐ Burgundy ☐ Gray ☐ Red ☐ Teal

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xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

BOOTH RENTAL ACCESSORIES
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Booth Rental Packages

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights	_____	$65.00	$84.50	$_____
1 meter shelf	_____	$49.00	$63.70	$_____
1 meter counter	_____	$245.00	$318.50	$_____
1 meter curved counter	_____	$345.00	$448.50	$_____
2 meter counter	_____	$375.00	$487.50	$_____
Sliding door lock for counter	_____	$18.00	$23.40	$_____
			Total Costs	**$**

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

Xpert EXPOSITION SERVICES

Vascular InterVentional Advances
October 8 - 10, 2013

CUSTOM SIGNAGE
Discount Price Deadline 9/19/2013

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 ½" x 11"	_____	$39.00	$50.70	$_____
7" x 44"	_____	$53.00	$68.90	$_____
14" x 22"	_____	$59.00	$76.70	$_____
22" x 28"	_____	$89.00	$115.70	$_____
28" x 44"	_____	$147.00	$191.10	$_____

* Prices are based on one color copy on white background, 10 words or less per sign. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

☐ Horizontal ☐ Vertical

OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Over 10 Words (per word)	_____	$1.90	$2.47	$_____
Multi Color Copy (colors _____)	_____	$18.00	$23.40	$_____
Easel back (per sign)	_____	$9.00	$11.70	$_____
Logo	_____	$240.00	N/A	$_____

Add your company's logo / image for an additional cost of $240.00 (flat rate). Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total $_____

Add 8.1% Tax $_____

Total Costs	**$**

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

UNION GUIDELINES

UNION JURISDICTION IN LAS VEGAS, NEVADA

LAS VEGAS SHOW SITE WORK RULES

To simplify show preparation, we are certain you will appreciate knowing in advance that Union Labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

EXHIBIT LABOR

Teamsters Local 631 has jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed. If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR.

Teamsters Local 631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your machinery or products.

FREIGHT HANDLING

Teamsters Local 631 has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process. The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. An exhibitor may "hand carry" merchandise and "pop-ups" only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to "hand carry" materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details. Exhibitors are allowed one hand carry trip only, multiple hand carry trips in and out of the facility are not permitted. Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions: 1) the General Contractor has complete control of the loading dock at all times; 2) exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed; 3) all material must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local 631 requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

IN GENERAL

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regards to the Union's jurisdiction or practices must be directed to the General Contractor and the Union. Should you have any questions regarding the above please call Xpert Exposition Services at 702-248-8007.

FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at **EXHIBITOR'S EXPENSE**. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

TERMS & CONDITIONS

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICES in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

3. XPERT EXPOSITION SERVICES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICES in time to obtain the proper equipment.

4. XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

5. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to $.50 per pound per article, with a maximum liability of $100.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.

8. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

12. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS XPERT EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.

13. Dry and Cold Storage – Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.

14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICES for freight handling services or any other services provided by XPERT EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 09/24/13

E ☐ M ☐

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	**VIVA 2013**		
FACILITY:	**WYNN LAS VEGAS**		
DATES:	**OCTOBER 8-10, 2013**	EVENT#	**103155LV**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS

The delivery and connection of high voltage services is done on a time and material basis. There is a minimum 1 hour for installation & 1/2 hour for removal. Edlen electricians must make all high voltage connections and disconnects. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order.

ISLAND BOOTHS

Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY

Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS

Credits will not be made for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208-042012

ELECTRICAL OUTLETS

Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			95.00	143.00	
1000 WATTS (10 AMPS)			169.00	254.00	
1500 WATTS (15 AMPS)			194.00	291.00	
2000 WATTS (20 AMPS)			220.00	330.00	
208 VOLT SINGLE PHASE					
20 AMPS			420.00	630.00	
30 AMPS			500.00	750.00	
60 AMPS			660.00	990.00	
100 AMPS			867.00	1301.00	
208 VOLT THREE PHASE					
20 AMPS			562.00	843.00	
30 AMPS			671.00	1007.00	
60 AMPS			863.00	1295.00	
100 AMPS			1157.00	1736.00	
200 AMPS			1378.00	2067.00	
480 VOLT THREE PHASE					
20 AMPS			1124.00	1686.00	
30 AMPS			1342.00	2013.00	
60 AMPS			1726.00	2589.00	
100 AMPS			2314.00	3471.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 3.50 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORDS		23.00	
POWER STRIPS		23.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-5pm, excluding holidays)		95.00	
OT (Mon-Fri, 5pm-8am, Sat, Sun & holidays)		190.00	

PLACE TOTAL HERE	
COMPANY:	BOOTH #:
AUTHORIZED SIGNATURE:	
PRINT NAME:	DATE:

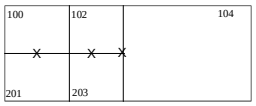
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

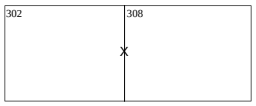
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

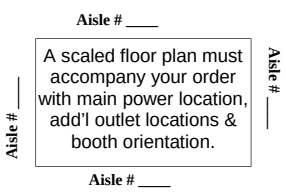
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



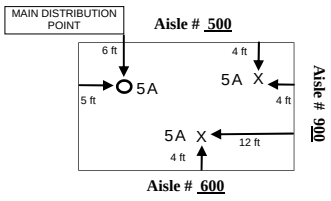
(IN-LINE BTHS) (PENINSULA)



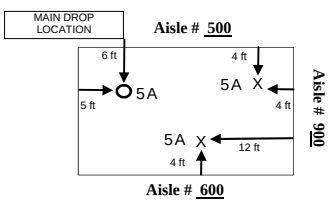
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

ELECTRICAL LABOR FORM

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

Advance Payment Deadline Date: 09/24/13

COMPANY:		**BTH #**	
EVENT:	**VIVA 2013**		
FACILITY:	**WYNN LAS VEGAS**		
DATES:	**OCTOBER 8-10, 2013**	EVENT#	**103155LV**

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet and flooring.
2. Electrical distribution overhead and/ or through booth structure.
3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment.
4. Lighting used as spot or flood lights.
5. Wiring of overhead signs.
6. Condor (for installation of electrical signs and/or rotators).
7. Forklift (for installation of electrical headers and/or light boxes).
8. All video monitors, plasmas, LCD/ LED.
9. Assembly and hanging of all static lighting and truss.

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space

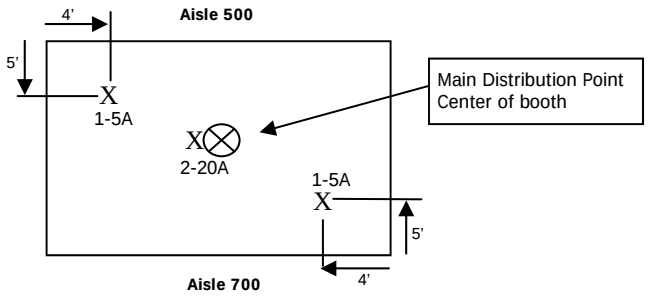
   A. Floor plans must include exact outlet locations with dimensions or be to scale

   B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers

   C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

   D. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules which may require overtime installation/ dismantle.

   Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order

   Contact Name _____

   Contact Company _____

   Contact Cell # _____

4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 09/24/13

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	**VIVA 2013**		
FACILITY:	**WYNN LAS VEGAS**		
DATES:	**OCTOBER 8-10, 2013**	EVENT#	**103155LV**

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 95.00 per hour

Monday-Friday 8:00am - 5:00pm, excluding holidays

Overtime ..... 190.00 per hour

Monday-Friday 5:00pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... 227.00 per hour

Lift charges will apply to for all overhead work such as; light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

LABOR REQUIRMENTS (Please complete all the sections below)

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Monday	Date	1/5	# Men	4	Time	8:00 am	Work required	Assemble & hang truss/lights
Day	Tuesday	Date	1/6	# Men	1	Time	12:30pm	Work required	Wire electric sign

Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	
Day		Date		# Men		Time		Work required	

SHOW SITE SUPERVISOR

Contact Name:		Company:	
Cell Number:		Email address:	

PLEASE PROVIDE CREDIT CARD INFORMATION ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed.

LIGHTING ORDER FORM

Advance Payment Deadline Date: 09/24/13 E ☐ M ☐

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	**VIVA 2013**		
FACILITY:	**WYNN LAS VEGAS**		
DATES:	**OCTOBER 8-10, 2013**	EVENT#	**103155LV**

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

TRACK LIGHTING (Track & fixture includes power and 1 hour labor for install and removal)

- 50 Watt MR 16 Fixtures
- Adjustable fixtures
- Low heat
- Beam spread 23-26°
- High intensity, output lights
- Color consistency for jewelry & art

	QTY	ADVANCE	REGULAR	TOTAL
4' TRACK WITH 2 FIXTURES		160.00	240.00	
4' TRACK WITH 3 FIXTURES		200.00	300.00	
4' TRACK WITH 4 FIXTURES		240.00	360.00	
ADDITIONAL MR16 LIGHT FIXTURES		42.00	63.00	

IMPORTANT! Cross bars and stanchions to mount track must be ordered through the decorator.

ARM & POLE LIGHTS (Lights include power and 1 hour labor for install and removal)

- Arm lights must be mounted to hard wall structure
- Pole lights are placed at side rail or rear of booth
- Additional labor and material charges will apply for installation of pole lights in any other location than at the side rail or rear of inline booths

	QTY	ADVANCE	REGULAR	TOTAL
ARM LIGHT		125.00	188.00	
8 FOOT POLE LIGHT WITH 1 FIXTURE		125.00	188.00	
8 FOOT POLE LIGHT WITH 2 FIXTURES		165.00	248.00	

PLACE TOTAL HERE	

COMPANY: BOOTH #:

AUTHORIZED SIGNATURE:

PRINT NAME: DATE:

TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

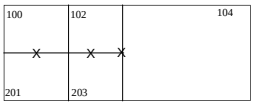
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

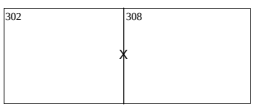
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

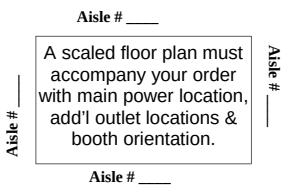
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



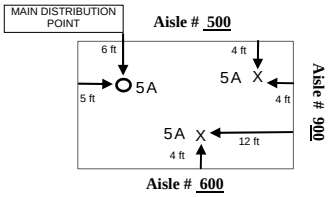
(IN-LINE BTHS) (PENINSULA)



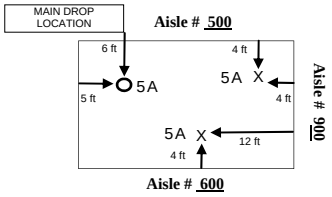
(BACK TO BACK PENINSULAS)


Aisle # ____
A scaled floor plan must accompany your order with main power location, add'l outlet locations & booth orientation.
Aisle # ____
Aisle # ____
Aisle # ____

ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 09/24/13

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave., Las Vegas, NV 89119
Ph: (702) 385-6911 Fax: (702) 385-1810
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COMPANY:		BTH #	
EVENT:	**VIVA 2013**		
FACILITY:	**WYNN LAS VEGAS**		
DATES:	**OCTOBER 8-10, 2013**	EVENT#	**103155LV**

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
SIGNATURE:	PRINT NAME:	
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214
ACH Direct Deposit
ABA# 125000024 Acct: 33855214

*** 25$ processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTERCARD**

☐ **AMX** ☐ **DISCOVER**

CHECK AND CREDIT CARD INFORMATION

CHECK #			
CREDIT CARD NUMBER:		EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:		
EMAIL ADDRESS:		THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE			
ADDRESS:	CITY:	ST:	ZIP:

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN

AUTHORIZED SIGNATURE

PRINT NAME DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
TOTAL DUE	

CTS Camden Tradeshow & Event Furnishings

Chairs

CH101 BUNNY CHAIR
Black

CH102 JACOB CHAIR
Natural, White

CH103 LISA CHAIR
Black

CH104 EMMA CHAIR
Black, Red

CH106 STEFIE CHAIR
Red

CH107 CRISS CROSS CHAIR
Black, White

CH108 ALEX CHAIR
Black, White

CH111 LORETTA CHAIR
White

CH115 SWISS CHAIR
White

CH117 LOTUS CHAIR
White

CH119 DEVON CHAIR
Black, White

CH122 TERRY CHAIR
Black, White

CH123 BRYNN CHAIR
White

Bar Stools

BS100 ELITE BAR STOOL
Black

BS115 ALLURE BAR STOOL
Black, White

BS200 EQUINO STOOL, ADJUSTABLE
Black, Red, White

BS201 TICKEL STOOL, ADJUSTABLE
Black, Silver, White

BS202 CRISS CROSS BAR STOOL
Black, White

BS203 PLUS BAR STOOL
Black

BS204 FANNY BAR STOOL
Black, Red

BS206 JELLY BEAN BAR STOOL, SWIVEL
Blue

BS207 STEFIE BAR STOOL
Clear, Orange

BS208 PLUSH BAR STOOL
White

BS209 BERNIE BAR STOOL
Black, White

BS213 FURGUS STOOL, ADJ.
White

BS214 JACOB BAR STOOL
Black, Natural, White

BS216 LORI BAR STOOL
White

Café Tables

CT200 TULIP TABLE 24" RND
Black, White

CT201 TULIP TABLE 30" RND
Black, Natural, White

CT202 TULIP TABLE 36" RND
Black, White

CT203 TULIP TABLE 42" RND
Black, White

CT300 PEDESTAL TABLE 24" RND
Black, White

CT301 PEDESTAL TABLE 30" RND
Black, Natural, White

CT302 PEDESTAL TABLE 36" RND
Black, White

CT303 PEDESTAL TABLE 42" RND
Black, White

CT304 STICK TABLE 42" RND
Glass

CT306 BISTRO TABLE 30" RND
Natural, White

CT307-32; CT307-36; CT307-42
TRAVE TABLE 32", 36", 42" RND
Glass

CT309 GALAXY TABLE 39" RND
Glass

CT310-23; CT310-31
CHRISTABEL TABLE 23", 31" RND
Aluminum

CT313 TORSBY TABLE
Glass

CT315 ARDEN TABLE 23" SQ
Aluminum

CT316 DOCK PEDESTAL TABLE 41" RND
White

CT318 MOLLY TABLE
SQUARE
White

Bar Tables & Bars

CT313 MOLLY TABLE RECTANGLE
White

CT405; BT405 MARTINI CAFE / BAR TABLE 24" RND - ADJUSTABLE
Black, Red, White

BT200 TULIP BAR TABLE 24" RND
Black, White

BT201 TULIP BAR TABLE 30" RND
Black, Natural, White

BT202 TULIP BAR TABLE 36" RND
Black, White

BT400 BAR PEDESTAL TABLE
24" RND
Black, White

BT401 BAR PEDESTAL TABLE
30" RND
Black, Natural, White

BT402 BAR PEDESTAL TABLE
36" RND
Black, White

BT403 URSULA BAR TABLE
32" RND
Glass

BT404-32; BT404-36 TRAVE BAR TABLE 32", 36" RND
Glass

BT406-23; BT406-31 CHRISTABEL BAR TABLE 23", 31" RND
Aluminum

BT407 INFOMATION COUNTER 48" (w) X 20" (d) X 40" (h)
Black, Cognac, Maple, White

BT408 MANHATTAN BAR
Black, Red, White

BT408-DL MANHATTAN DUAL BAR
Black, White

BT409 BRAVO BAR TABLE
30" RND
Natural, White

BT410 LONDON BAR TABLE
Black, White

BT411 SARAH BAR TABLE
24" RND
Glass

BT499 INFORMATION COUNTER
Cognac

LED Primo

LED PRIMO REMOTE

LED101 LED PRIMO SERVING BAR

LED101-DL LED PRIMO DUAL SERVING BAR

LED102 LED PRIMO BACK BAR

LED102 LED PRIMO BACK BAR WITH
LED105 BOTTLE DISPLAY

LED103 LED PRIMO SERVING BUFFET

LED104 LED PRIMO COCKTAIL TABLE

Conference & Office Chairs

CO500 OTTO CHAIR
Black, White

CO506 TASK STOOL
Black

CO507 TASK CHAIR
Black

CO508 LEATHER HIGH BACK CHAIR
Black

CO510 LEATHER GUEST CHAIR
Black

CO515 OTTO HIGH BACK CHAIR
White

CO516 ALLURE OFFICE CHAIR
Black, White

CO517 TERRY OFFICE ARM CHAIR
Brown

CF600-PED ROUND CONFERENCE TABLE 48" RND
Black, Cognac, Maple, White

CF600 ROUND CONFERENCE TABLE 48" RND
Black, Cognac, Maple, White

CF601 6' OVAL TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White

CF602 6' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, White

CF604 6' RECTANGULAR TABLE with WIRE MANAGEMENT
Maple

CF605 8' OVAL TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White

CF606 8' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White

CF609 10' OVAL TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White

CF610 10' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, Maple, White

CF611 12' RECTANGULAR TABLE with WIRE MANAGEMENT
Black, Cognac, Maple

CF611 12' OVAL TABLE with WIRE MANAGEMENT
Black

Office Furniture

OF500 LETTER FILE LOCKABLE 4 DRW
Black

OF510 LEGAL FILE LOCKABLE 4 DRW
Grey

OF605 JACKSON DESK
White

OF610 DESK LOCKING 2 DRW
Black

OF611 LAURENCE DESK
Black

OF612 LAURENCE 5 SHELF UNIT
Black

OF613 LATERAL FILE LOCKING
Black

OF614 STORAGE CAB. LOCKING
Black

OF615 MADRID 5 SHELF UNIT
Glass

OF616 BJURSTA SIDEBOARD
Espresso

OF617 ANTIQUE SIDEBOARD
Black

OF618 TORSBY SIDEBOARD
White

OF619 JONAS DESK
White

OF621 SUSAN SIDEBOARD
Brown

OF622 BIBBY DISPLAY CABINET
White

OF625 EXPEDIT CUBE SHELF
Natural, Brown, White

OF626 CUBE PEDESTAL
24" (SQ.) X 40" (H)
Black, White

OF627 CUBE PEDESTAL
14" (SQ.) X 30" (H)
Black, White

Lounge Seating

LG700 SAVONA LEATHER SOFA
Black, Red, White

LG701 SAVONA LEATHER CHAIR
Black, Red, White

LG702 MILES LEATHER BENCH
Black, Red, White

LG712 SANTA FE LEATHER CLUB CHAIR
Brown

LG713 COOK LEATHER SOFA
Black

LG714 COOK LEATHER LOVESEAT
Black

LG715 COOK LEATHER CLUB CHAIR
Black

LG718 MONTEREY LEATHER SOFA
Brown

LG719 MONTEREY LEATHER LOVESEAT
Brown

LG720 MONTEREY LEATHER CLUB CHAIR
Brown

LG723 MATCH CHAIR
White

LG726 CANAL LEATHERETTE SOFA
Black, Red, White

LG727 CANAL LEATHERETTE LOVESEAT
Black, Red, White

LG728 CANAL LEATHERETTE CLUB CHAIR
Black, Red, White

LG734 SOLSTA LEATHER CHAIR
Black

LG735 SOLSTA FABRIC CHAIR
Natural

LG738 CUBE LEATHERETTE OTTOMAN
Black, Brown, Red, White

LG739 ROUND LEATHERETTE OTTOMAN
Black, White

LG741 HAVAN LEATHER SOFA
Chocolate

Wallstreet Endless Seating

LG752 WALLSTREET LEATHER CHAIR
Black, White

LG753 WALLSTREET LEATHER LOVESEAT
Black, White

LG754 WALLSTREET LEATHER 3-SEAT SOFA
Black, White

LG755 WALLSTREET LEATHER 4-SEAT SOFA
Black, White

LG756 WALLSTREET LEATHER SECTIONAL
Black, White

LG757 WALLSTREET LEATHER SLIPPER CHAIR
Black, White

LG758 DIEGO LEATHER SOFA
White

LG759 DIEGO LEATHER LOVESEAT
White

LG760 DIEGO LEATHER SLIPPER CHAIR
White

LG761 DIEGO LEATHER CURVE OTTOMAN
White

LG761-PR DIEGO LEATHER CURVE OTTOMAN SERPENTINE PAIR
White

LG761-PR DIEGO LEATHER CURVE OTTOMAN PAIR
White

LG762 DIEGO LEATHER SQUARE OTTOMAN
White

LG801 BERNARDO LEATHER CHAIR with METALIC FRAME
Black, White

LG802 BERNARDO LEATHER CHAIR with WHITE FRAME
Black & White, White

LG805 FRANCO LEATHER CHAIR
White

LG900 NATALIE LEATHER CHAIR
Black, White

LG950 ELENA LEATHER OTTOMAN
Black, White

LG980-SM MILAN LEATHER BENCH, SMALL
Black, White

LG980-LG MILAN LEATHER BENCH. LARGE
Black, White

Occasional Tables

OT800 YIELD COCKTAIL TABLE GLASS
Black

OT801 YIELD END TABLE GLASS
Black

OT805 MADISON COCKTAIL TABLE
Black/Clear Glass

OT806 MADISON END TABLE
Black/Clear Glass

OT807 RAPPAPORT COCKTAIL TABLE
Cherry

OT808 RAPPAPORT END TABLE
Cherry

OT809 BRYAN COCKTAIL TABLE
Black

OT810 BRYAN END TABLE
Black

OT811 MONZA SQUARE COCKTAIL TABLE
Black/Glass

OT812 MONZA OVAL COCKTAIL TABLE
Black/Glass

OT813 MONZA END TABLE
Black/Glass

OT814 MONZA SOFA TABLE
Black/Glass

OT815 ABBY COCKTAIL TABLE
White

OT816 ABBY END TABLE
White

OT817 GRETA COCKTAIL TABLE
White

OT818 GRETA END TABLE
White

OT822 MADERA SOFA TABLE
Chocolate

OT823 LADOS SIDE TABLE
Glass

OT824 LADOS COCKTAIL TABLE
Glass

OT825 RICHIE COCKTAIL TABLE
Glass

OT827 KLUBBO SQUARE COCKTAIL TABLE
Wenge, White

OT828 KLUBBO END TABLE
Wenge, White

OT829 MAPLE COCKTAIL TABLE
Maple

OT830 MAPLE END TABLE
Maple

OT832 GLACIER COCKTAIL TABLE
Glass

OT833 GLACIER END TABLE
Glass

OT840 CUBE COCKTAIL TABLE RECTANGLE
Black, White

OT841 CUBE COCKTAIL TABLE SQUARE
Black, White

OT842 CUBE END TABLE
Black, White

OT850 SPENCER COCKTAIL TABLE
Brush Metal

OT851 SPENCER END TABLE
Brush Metal

OT860 OZZIE COCKTAIL TABLE
White

OT861 OZZIE END TABLE
White

OT870 SETTE SOFA TABLE
Glass

Extras & Utility

EU107 COAT TREE
Aluminum

EU108 ZEDUP 6 POCKET LIT RACK
Silver

EU111 REFRIGERATOR 4.4 CF
Black/Stainless

EU112 CABINET 5-SHELF LOCKABLE
Gray

EU113 BAG STAND 3-ARM
Silver

EU114 SIGN & LITERATURE HOLDER
Black

EU115 10 POCKET LITERATURE HOLDER
Black

EU116 FULL SIZE REFRIGERATOR
Black/Stainless

EU200 TRASH CAN 44 GALLON
Gray

EU250 42" TOWER FAN with REMOTE
Black

EU995 LOCKERS 18 CUBES with LOCKS
Gray

EU998 STANCHION
Chrome

EU999 6' VELOUR ROPE
Black

LP900 SOLARIS
FLOOR LAMP
Black

LP901 BELLA
FLOOR LAMP
Chrome/Black, Chrome/White

LP904 SOLARIS
TABLE LAMP
Black

LP905 BELLA TABLE LAMP
Chrome/Black, Chrome/White

LP906 GALAXY
TABLE LAMP
White

LP911 GALAXY
FLOOR LAMP
White

LP950 TWILIGHT
TABLE LAMP
Black, White

LP960 QUASAR
FLOOR LAMP
Translucent

LP961 QUASAR
TABLE LAMP
Translucent

LP970 COSMIC
FLOOR LAMP
Chrome

LP980 SUN TABLE
LAMP
White

LP990 PLASMA
FLOOR LAMP
Chrome

LP995 JUPITER
TABLE LAMP
Chrome

LP997 GALACTIC
FLOOR LAMP
Chrome

Thank you for your interest in our custom rental furnishings. Please visit our website, ***www.CamdenTradeShow.com***, to place an order and for access to continuously updated new offerings. If we do not carry a certain piece that you have your eye on then we will relentlessly pursue its acquisition to help complete your vision.

Mission Statement

Camden Tradeshow & Event Furnishings is a provider of rental furniture for the tradeshow & event industry, with their corporate office based in Las Vegas, NV. It is our mission to provide a variety of exceptional furniture rental solutions for your next convention, tradeshow, meeting or special event. Our inventory of seating, tables, lounge settings & lighting includes the newest trends in the industry. Whether you're planning a tradeshow display, product launch or special event, Camden Tradeshow & Event Furnishings helps assure the event is unique and memorable.

We continually strive and pride ourselves in offering unparalleled customer service, competitive pricing, and the quickest turnaround, which sets an industry standard that surpasses all the rest.

About Us

Camden Tradeshow & Event Furnishings approaches meeting each client's needs with a fierce sense of urgency. We pride ourselves in providing unparalleled customer service, the best pricing available, quick turnaround times, and seamless execution of show site logistics.

716 Indian Garden Street, Las Vegas, NV 89138
Office: (702)474-4877 | Fax: (702)953-6302
Furniture@CamdenTradeShow.com | www.CamdenTradeShow.com

CTS Camden Tradeshow & Event Furnishings

716 Indian Garden Street Las Vegas, NV 89138
Office 702-474-4877 Fax 702-953-6302
www.camdentradeshow.com

CHAIRS

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
CH101	BUNNY CHAIR	20x19x18	BLK	80		
CH102	JACOB CHAIR	19x18x18	NAT WHT	85		
CH103	LISA CHAIR	22x22x18	BLK	85		
CH104	EMMA CHAIR	18x20x18	BLK RED	95		
CH106	STEFIE CHAIR	17x17x18	RED	90		
CH107	CRISS CROSS CHAIR	18x22x18	BLK WHT	105		
CH108	ALEX CHAIR	18x19x18	BLK WHT	95		
CH111	LORETTA CHAIR	19x21x18	WHT	80		
CH115	SWISS CHAIR	25x19x18	WHT	85		
CH117	LOTUS CHAIR	19x18x18	WHT	95		
CH119	DEVON CHAIR	22x20x19	BLK WHT	120		
CH122	TERRY CHAIR	17x16x17	BLK WHT	95		
CH123	BRYNN CHAIR	17x17x18	WHT	85		

BAR STOOLS

BS100	ELITE BAR STOOL	23x18x30	BLK	145		
BS115	ALLURE BAR STOOL, ADJ.	22x18x22-31	BLK WHT	160		
BS200	EQUINO BAR STOOL, ADJ.	14x16x26-30	BLK RED WHT	140		
BS201	TICKEL BAR STOOL, ADJ.	18x16x23-31	BLK SIL WHT	125		
BS202	CRISS CROSS BAR STOOL	16x16x30	BLK WHT	140		
BS203	PLUS BAR STOOL	19x20x28	BLK	120		
BS204	FANNY BAR STOOL	17x17x30	BLK RED	125		
BS206	JELLY BEAN BAR STOOL	17x21x30	BLU	150		
BS207	STEFIE BAR STOOL	14x14x31	CLR ORN	130		
BS208	PLUSH BAR STOOL	15x15x31	WHT	140		
BS209	BERNIE BAR STOOL	15x31	BLK WHT	80		
BS213	FURGUS BAR STOOL, ADJ.	14x17x23-32	WHT	115		
BS214	JACOB BAR STOOL	20x19x30	BLK NAT WHT	130		
BS216	LORI BAR STOOL	15x16x29	WHT	130		

CAFÉ TABLES

CT200	TULIP TABLE 24" RND	24x30	BLK WHT	125		
CT201	TULIP TABLE 30" RND	30x30	BLK NAT WHT	135		
CT202	TULIP TABLE 36" RND	36x30	BLK WHT	145		
CT203	TULIP TABLE 42" RND	42x30	BLK WHT	160		
CT300	PEDESTAL TABLE 24"RND	24x30	BLK WHT	110		
CT301	PEDESTAL TABLE 30"RND	30x30	BLK NAT WHT	120		
CT302	PEDESTAL TABLE 36"RND	36x30	BLK WHT	130		
CT303	PEDESTAL TABLE 42"RND	42x30	BLK WHT	145		
CT304	STICK TABLE 42"RND	42x30	GLASS	145		
CT306	BISTRO TABLE 30"RND	30x30	NAT WHT	135		
CT307-32	TRAVE TABLE 32"RND	32x30	GLASS	145		
CT307-36	TRAVE TABLE 36"RND	36x30	GLASS	160		
CT307-42	TRAVE TABLE 42"RND	42x30	GLASS	175		
CT309	GALAXY TABLE 39"RND	39x30	GLASS	210		
CT310-23	CHRISTABEL TABLE 23"RND	23x28	ALUM	120		

CAFÉ TABLES (CONTINUED)

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
CT310-31	CHRISTABEL TABLE 31"RND	31x28	ALUM	130		
CT313	TORSBY TABLE	33x71x29	GLASS	290		
CT315	ARDEN TABLE 23"SQ	23x23x28	ALUM	120		
CT316	DOCK PEDESTAL TABLE 41"RND	41x29	WHT	200		
CT318	MOLLY TABLE - SQUARE	29x29x29	WHT	150		
CT319	MOLLY TABLE LG - RECTANGLE	30x69x29	WHT	270		
CT405	MARTINI CAFÉ TBL ADJ . 24" RD	24x26-36	BLK RED WHT	140		

LED PRIMO

LED101	LED PRIMO SERVING BAR	60x30x48	WHT	880		
LED101-DL	LED PRIMO DUAL SERVING BAR	120x30x48	WHT	1760		
LED102	LED PRIMO BACK BAR	71x30x43	WHT	580		
LED103	LED PRIMO SERVING BUFFET	72x30x35	WHT	540		
LED104	LED PRIMO COCKTAIL TABLE	30x30x42	WHT	250		
LED105	LED PRIMO BOTTLE DISPLAY	24x12x12	WHT	125		
LED110	LED PRIMO BATTERY PACK	6x6x1	SILV	75		

BAR TABLES & BARS

BT200	TULIP BAR TABLE 24"RND	24x42	BLK WHT	135		
BT201	TULIP BAR TABLE 30" RND	30x42	BLK NAT WHT	145		
BT202	TULIP BAR TABLE 36" RND	36x42	BLK WHT	155		
BT400	BAR PEDESTAL TABLE 24"RND	24x42	BLK WHT	120		
BT401	BAR PEDESTAL TABLE 30"RND	30x42	BLK NAT WHT	130		
BT402	BAR PEDESTAL TABLE 36"RND	36x42	BLK WHT	140		
BT403	URSULA BAR TABLE 32" RND	32x42	GLASS	160		
BT404-32	TRAVE BAR TABLE 32"RND	32x42	GLASS	165		
BT404-36	TRAVE BAR TABLE 36"RND	36x42	GLASS	180		
BT405	MARTINI BAR TBL, ADJ. 24"RND	24x26-36	BLK RED WHT	140		
BT406-23	CHRISTABEL BAR TBL 23"RND	23x43	ALUM	130		
BT406-31	CHRISTABEL BAR TBL 31"RND	31x43	ALUM	145		
BT407	INFORMATION COUNTER	48x20x40	BLK COG MAP WHT	350		
BT408	MANHATTAN BAR	62x29x42	BLK RED WHT	550		
BT408-DL	MANHATTAN DUAL BAR	124x29x42	BLK WHT	1,100		
BT409	BRAVO BAR TABLE 30"RND	30x42	NAT WHT	150		
BT410	LONDON BAR TABLE	47x19x44	BLK WHT	325		
BT411	SARAH BAR TABLE 24"RND	24x42	GLASS	145		
BT499	INFO COUNTER FULL DOOR	48x24x40	COG	500		

CONFERENCE & OFFICE CHAIRS

CO500	OTTO CHAIR	24x21x18-21	BLK WHT	150		
CO506	TASK STOOL	20x23x23-27	BLK	110		
CO507	TASK CHAIR	20x23x18-22	BLK	100		
CO508	LEATHER HIGH BACK CHAIR	26x27x20	BLK	150		
CO510	LEATHER GUEST CHAIR	26x27x20	BLK	130		
CO515	OTTO HIGH BACK CHAIR	24x21x18-21	WHT	175		
CO516	ALLURE OFFICE CHAIR NO ARMS	20x19x18-21	BLK WHT	125		
CO517	TERRY OFFICE CHAIR	23x19x17-21	BRW	135		

Show Name _____ **Booth #** _____

Exhibitor Name _____

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CTS Camden Tradeshow & Event Furnishings

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Office 702-474-4877 Fax 702-953-6302

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
CONFERENCE TABLES						
CF600-PED	ROUND CONFERENCE TABLE	48x30	BLK COG MAP WHT	225		
CF600	ROUND CONFERENCE TABLE	48x30	BLK COG MAP WHT	225		
CF601	6' OVAL TABLE W/WIRE MGMT.	36x72x30	BLK COG MAP WHT	275		
CF602	6' RECT. TABLE W/WIRE MGMT.	36x72x30	BLK COG WHT	275		
CF604	6' RECT. TABLE W/WIRE MGMT.	33x72x30	MAP	275		
CF605	8' OVAL TABLE W/WIRE MGMT.	42x96x30	BLK COG MAP WHT	325		
CF606	8' RECT. TABLE W/WIRE MGMT.	42x96x30	BLK COG MAP WHT	325		
CF609	10' OVAL TABLE W/WIRE MGMT	42x120x30	BLK COG MAP WHT	550		
CF610	10' RECT. TABLE W/WIRE MGMT.	42x120x30	BLK COG MAP WHT	550		
CF611	12' RECT. TABLE W/WIRE MGMT.	48x144x30	BLK COG MAP	650		
CF614	12' OVAL TABLE W/WIRE MGMT.	48x144x30	BLK	650		
OFFICE FURNITURE						
OF500	4DR LETTER FILE CAB, LOCKING	15x25x52	BLK	230		
OF510	4DR LEGAL FILE CAB, LOCKING	18x25x52	GRAY	250		
OF605	JACKSON DESK	56x20x30	WHT	225		
OF610	DESK 2 DRAWER LOCKING	60x30x29	BLK	325		
OF611	LAURENCE DESK	48x26x32	BLK	275		
OF612	LAURENCE 5-SHELF UNIT	35x15x68	BLK	165		
OF613	LATERAL FILE, LOCKING	36x24x29	BLK	275		
OF614	STORAGE CAB-LOCKING	36x20x29	BLK	275		
OF615	MADRID 5-SHELF UNIT	30x14x67	GLASS	165		
OF616	BJURSTA SIDEBOARD	61x16x27	ESPRESSO	335		
OF617	ANTIQUE SIDEBOARD	36x18x30	BLK	225		
OF618	TORSBY SIDEBOARD	59x15x29	WHT	375		
OF619	JONAS DESK	55x25x29	WHT	220		
OF621	SUSAN SIDEBOARD	45x18x34	BRW	325		
OF622	BIBBY DISPLAY CABINET	16x13x69	WHT	200		
0F625	EXPEDIT CUBE SHELF	31x15x58	NAT BRW WHT	140		
OF626	CUBE PEDESTAL 40"H	24x24x40	BLK WHT	210		
OF627	CUBE PEDESTAL 30"H	14x14x30	BLK WHT	150		
LOUNGE SEATING						
LG700	SAVONA LEATHER SOFA	60x30x32	BLK RED WHT	525		
LG701	SAVONA LEATHER CHAIR	31x30x32	BLK RED WHT	375		
LG702	MILES LEATHER BENCH	62x20x16	BLK RED WHT	325		
LG712	SANTA FE LEATHER CLUB CHR	41x39x36	BRW	325		
LG713	COOK LEATHER SOFA	74x33x31	BLK	375		
LG714	COOK LEATHER LOVESEAT	58x33x31	BLK	350		
LG715	COOK LEATHER CLUB CHAIR	32x33x31	BLK	325		
LG718	MONTEREY LEATHER SOFA	84x39x36	BRW	375		
LG719	MONTEREY LEATH. LOVESEAT	62x39x36	BRW	350		
LG720	MONTEREY LEATH CLUB CHR	41x39x36	BRW	325		
LG723	MATCH CHAIR	24x25x29	WHT	135		
LG726	CANAL LEATHERETTE SOFA	86x34x26	BLK RED WHT	350		
LG727	CANAL LEATHERETTE LOVEST.	54x34x26	BLK RED WHT	325		
LG728	CANAL LEATHERETTE CLB CHR	38x34x26	BLK RED WHT	300		
LG734	SOLSTA LEATHER CHAIR	26x24x25	BLK	165		

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
LOUNGE SEATING (CONTINUED)						
LG735	SOLSTA FABRIC CHAIR	26x24x25	NATURAL	165		
LG738	CUBE LEATHERETTE OTTOMAN	17x17x18	BLK BRW RED WHT	100		
LG739	RND LEATHERETTE OTTOMAN	33x18	BLK WHT	140		
LG741	HAVANA LEATHER SOFA	84x37x37	CHOCOLATE	375		
LG752	WALLSTREET LEATHER CHAIR	31x28x30	BLK WHT	325		
LG753	WALL ST LEATHER LOVESEAT	54x28x30	BLK WHT	350		
LG754	WALL ST LEATHER 3-SEAT SOFA	77x28x30	BLK WHT	400		
LG755	WALL ST LEATHER 4-SEAT SOFA	100x28x30	BLK WHT	500		
LG756	WALL ST LEATHER SECTIONAL	105x55x30	BLK WHT	600		
LG757	WALL ST LEATH SLIPPER CHAIR	23x28x30	BLK WHT	250		
LG758	DIEGO LEATHER SOFA	72x24x30	WHT	525		
LG759	DIEGO LEATHER LOVESEAT	48x24x30	WHT	450		
LG760	DIEGO SLIPPER CHAIR	24x24x30	WHT	350		
LG732	DIEGO L-SHAPED OTTOMAN	48x48x18	WHT	325		
LG733	DIEGO LIGHT BOX	24x24x24	WHT	200		
LG761	DIEGO CURVE OTTOMAN	72x27x17	WHT	350		
LG761-PR	DIEGO CURVE OTTOMAN - PAIR	144x27x17	WHT	700		
LG762	DIEGO SQUARE OTTOMAN	48x48x17	WHT	325		
LG801	BERNARDO LEATH CHR, METAL.	36x41x21	BLK WHT	400		
LG802	BERNARDO LEATH CHR, WHITE	36x41x21	WHT B&W	400		
LG805	FRANCO LEATHER CHAIR	30x26x19	WHT	375		
LG900	NATALIE LEATHER CHAIR	27x22x18	BLK WHT	285		
LG950	ELENA LEATHER OTTOMAN	18x18x18	BLK WHT	125		
LG980-SM	MILAN LEATHER BENCH, SMALL	40x14x18	BLK WHT	225		
LG980-LG	MILAN LEATHER BENCH, LARGE	59x14x18	BLK WHT	300		
OCCASSIONAL TABLES						
OT800	YIELD COCKTAIL TBL GLASS	44x22x15	BLK	150		
OT801	YIELD END TABLE GLASS	22x16x18	BLK	125		
OT805	MADISON COCKTAIL TABLE	28x18	BLK/GLASS	150		
OT806	MADISON END TABLE	18x22	BLK/GLASS	125		
0T807	RAPPAPORT COCKTAIL TBL	48x24x18	CHERRY	150		
OT808	RAPPAPORT END TABLE	22x20x18	CHERRY	125		
OT809	BRYAN COCKTAIL TABLE	47x24x16	BLK	140		
OT810	BRYAN END TABLE	22x22x21	BLK	125		
0T811	MONZA SQ. COCKTAIL TBL	40x40x20	BLK/GLASS	160		
OT812	MONZA OVAL COCKTAIL TBL	50x32x17	BLK/GLASS	150		
OT813	MONZA END TABLE	25x25x22	BLK/GLASS	125		
OT814	MONZA SOFA TABLE	48x18x30	BLK/GLASS	160		
OT815	ABBY COCKTAIL TABLE	47x23x14	WHT	165		
OT816	ABBY END TABLE	23x23x20	WHT	140		
OT817	GRETA COCKTAIL TABLE	35x35x15	WHT	200		
OT818	GRETA END TABLE	23x23x18	WHT	150		
OT822	MADERA SOFA TABLE	47x16x34	CHOCOLATE	220		
OT823	LADOS SIDE TABLE	20x20x20	GLASS	125		
OT824	LADOS COCKTAIL TABLE	47x25x16	GLASS	150		
OT825	RICHIE COCKTAIL TABLE	53x24x18	GLASS	150		

Show Name

Booth #

Exhibitor Name

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Office 702-474-4877 Fax 702-953-6302

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
OCCASSIONAL TABLES (CONTINUED)						
OT827	KLUBBO COCKTAIL TABLE	31x31x15	WENGE WHT	150		
OT828	KLUBBO END TABLE	20x20x18	WENGE WHT	140		
OT829	MAPLE COCKTAIL TABLE	47x24x19	MAPLE	125		
OT830	MAPLE END TABLE	24x24x20	MAPLE	110		
OT832	GLACIER COCKTAIL TABLE	42x21x17	GLASS	150		
OT833	GLACIER END TABLE	20x20x19	GLASS	125		
OT840	CUBE RECT. COCKTAIL TABLE	23x47x17	BLK WHT	175		
OT841	CUBE SQUARE COCKTAIL TABLE	30x30x17	BLK WHT	175		
OT842	CUBE END TABLE	22x22x22	BLK WHT	150		
OT850	SPENCER COCKTAIL TABLE	48x24x12	BRUSHED METAL	300		
OT851	SPENCER END TABLE	16x16x16	BRUSHED METAL	175		
OT860	OZZIE COCKTAIL TABLE	32x15	WHT	150		
OT861	OZZIE END TABLE	24x20	WHT	125		
OT870	SETTE SOFA TABLE	47x16x31.5	GLASS	180		
EXTRAS & UTILITY						
EU107	COAT TREE	14x71	ALUM	60		
EU108	ZEDUP 6 POCKET LIT RACK	58"	SILVER	105		
EU111	REFRIGERATOR 4.4 CF	19x21x33	BLK	185		
EU112	CABINET 5-SHELF LOCKABLE	36x20x72	GRAY	295		
EU113	BAG STAND 3-ARM	22x44	SLVR	65		
EU114	SIGN & LIT. HOLDER (HOLDS SIGN 20.875W X 27.5H X 3/16 THICK)	22x15x68	BLK	150		
EU115	10 POCKET LITERATURE RACK	55"	BLK	120		
EU116	REFRIGERATOR FULL SIZE	28x30x64	STAINLESS STEE	500		
EU200	TRASH CAN 44 GALLON	24x31.5	GRAY	45		
EU250	TOWER FAN 42" W/REMOTE	13x42	BLK	95		

ITEM #	DESCRIPTION	WxDxH	COLOR	PRICE	QTY	TOTAL
EXTRAS & UTILITY (CONTINUED)						
EU995	LOCKERS 18 CUBE W/ LOCKS	36x18x72	GRAY	600		
EU998	STANCHION	13x36	CHROME	35		
EU999	6' VELVET ROPE	72" L	BLK	25		
LIGHTING						
LP900	SOLARIS FLOOR LAMP	8x65	BLK	165		
LP901	BELLA FLOOR LAMP	6x74	BLK WHT	150		
LP904	SOLARIS TABLE LAMP	8x30	BLK	100		
LP905	BELLA TABLE LAMP	9x37	BLK WHT	100		
LP906	GALAXY TABLE LAMP	20x31	WHT	75		
LP911	GALAXY FLOOR LAMP	20x60	WHT	125		
LP950	TWILIGHT TABLE LAMP	12x16	BLK WHT	100		
LP960	QUASAR FLOOR LAMP	15x65	TRANSPARENT	225		
LP961	QUASAR TABLE LAMP	15x22	TRANSPARENT	125		
LP970	COSMIC FLOOR LAMP	45x86.5	CHROME	175		
LP980	SUN TABLE LAMP	16x16.5	WHT	125		
LP990	PLASMA FLOOR LAMP	90x88	CHROME	300		
LP995	JUPITER TABLE LAMP	17x22	CHROME	100		
LP997	GALACTIC FLOOR LAMP	65x80	CHROME	200		

SUBTOTAL	
30% LATE FEE	
RENTAL TAX (8.1% LAS VEGAS)	
FREIGHT & DELIVERY (if applicable)	
TOTAL	

Company Information:

Company

Address

City State Zip

Contact

Phone Fax

Email

Delivery Information:

Show

Location

Show Dates

Exhibitor Booth #

Special Instructions

Onsite Contact Cell #

Payment Information:

Please Circle Payment Type: Company Check American Express Visa Mastercard

Credit Card # Exp. Date Security Code

Cardholder

Billing Address City State Zip

Signature

LATE ORDERS: Orders received within 21 days prior to show opening will incur a 30% late fee.

Payment Policy: All orders must be prepaid. Payment can be made by credit card or company check no later than 14 days prior to delivery date.

Cancellation Policy: Orders cancelled within 3 days prior to move-in will be charged a 50% cancellation fee. Cancellations made after move-in begins will receive no refund. Orders that require CTS to purchase additional inventory are nonrefundable.

Delivery Policy: Standard delivery is the day before the show opens on straight time. If show opens on a weekend, your order will be delivered the Friday prior to show opening on straight time. You may be subject to drayage charges by the show contractor for moving furniture from dock to exhibit space. Check your show manual for this information.

Damage Waiver: Rental prices include coverage against normal wear and tear. Client is responsible for loss or damage due to negligence or abuse.

Sales & Use Tax: Sales and use tax applies. Sales and use tax can be waived by providing CTS with a current resale certificate for the state where the rental is taking place.

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WYNN | ENCORE

EXHIBITOR ORDER FORM

Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
23” LCD Screen with Tabletop Stand		$ 200.00		$ 0.00
32” LCD Screen with Tabletop Stand		$ 250.00		$ 0.00
42” LCD Screen with Floor Stand		$ 450.00		$ 0.00
50” Plasma Screen with Floor Stand		$ 500.00		$ 0.00
60” Plasma Screen with Floor Stand		$ 550.00		$ 0.00
70” HD Display Screen/Call EPS for Stand options		$ 1,155.00		$ 0.00
80” HD Display Screen/Call EPS for Stand options		$ 1,350.00		$ 0.00

Video Projection	Qty.	Daily Rate	# of Days	Total
Sanyo PLC XP41 (3.3K Lumens, XGA, 1024x768)		$ 500.00		$ 0.00
Sanyo PLC XP57 (5.5K Lumens, XGA, 1024x768)		$ 750.00		$ 0.00
Sanyo PLC XP200L (7K Lumens, XGA, 1024x768)		$ 900.00		$ 0.00
Christie LX 100 (10,000 Lumens, XGA, 1024x768)		$ 1,200.00		$ 0.00
Cradle Screen 10’		$ 125.00		$ 0.00
Tripod Projection Screen 8’		$ 80.00		$ 0.00

Video Equipment	Qty.	Daily Rate	# of Days	Total
VHS/DVD Player		$ 75.00		$ 0.00
VHS PAL/SECAM Video Cassette Player		$ 200.00		$ 0.00
Sony Beta SP Player w/ 8” Monitor (1800 or 2800)		$ 450.00		$ 0.00

Data/Video Interface	Qty.	Daily Rate	# of Days	Total
Extron Video Distribution Amplifier (1 in x 4 out)		$ 80.00		$ 0.00
Extron VGA Switcher (Standard, 1 x 4 or 1 x 6)		$ 100.00		$ 0.00
Folsum Presentation Pro Video Switcher w/ 8” Monitor		$ 425.00		$ 0.00
Panasonic Video Switcher (MX-70)		$ 550.00		$ 0.00

Audio	Qty.	Daily Rate	# of Days	Total
Powered Speakers on Stands (Pair)		$ 275.00		$ 0.00
Powered Speaker on Stand		$ 175.00		$ 0.00
Wired Microphone on Stand		$ 60.00		$ 0.00
Wireless Microphone on Stand (Lavaliere or Handheld)		$ 175.00		$ 0.00
CD Player		$ 55.00		$ 0.00
12 Channel Audio Mixer		$ 100.00		$ 0.00
iPod/Computer Connection		$ 35.00		$ 0.00

PS-010

Banners	Qty.	Daily Rate	# of Days	Total
10’ x 10’ and under		$ 150.00		$ 0.00
10’ or over — Call for quote		$ 0.00		$ 0.00

A/V Support	Qty.	Daily Rate	# of Days	Total
Elmo HV-5100XG Visual Presenter (Document Camera)		$ 225.00		$ 0.00
Overhead Projector Package (Includes Draped Cart & Tripod Screen)		$ 150.00		$ 0.00
Speaker Timer		$ 200.00		$ 0.00
Wireless Mouse*		$ 35.00		$ 0.00
Laser Pointer*		$ 35.00		$ 0.00
34” or 42” Skirted Cart		$ 40.00		$ 0.00
Flip Chart w/ Pad & Markers		$ 60.00		$ 0.00
Flip Chart w/ Adhesive Flip Chart Pads & Markers		$ 85.00		$ 0.00
Rolling White Board (6’ x 4’ w/ Markers; Cork on one side)		$ 65.00		$ 0.00
Slide Projector (Includes Draped Cart & Tripod Screen)		$ 260.00		$ 0.00
If items are not returned, a $125 fee will be applied to the final bill.				0.00

Cable TV	Qty.	Daily Rate	# of Days	Total
Basic Cable with Tuner - Standard Definition		$ 150.00		$ 0.00

Power	Qty.	Daily Rate	# of Days	Total
For Power Options contact Production Services: 702.770.2860		$ 0.00		$ 0.00

TOTAL
$ 0.00

Order Information

Phone: 702-770-2860

Fax: 702-770-1560

Email: julie.hoffman@wynnlasvegas.com

Event Name _____ Event Dates _____

Company Name _____ Company Contact _____

Cardholder’s Name _____

Cardholder’s Address _____

Phone Number _____ Fax Number _____

Credit Card Number _____ Exp. Date _____

Signature _____ Card Type ☐ American Express ☐ VISA ☐ MasterCard ☐ Discover ☐ Other _____

Billing Address _____

Email Address _____ On Site Contact _____

Delivery Location _____ Booth Number _____

Delivery and Pick Up: Day _____ Date _____

Delivery Time _____ EPS Contact _____

Wynn I Encore Las Vegas Business Center

To place an order with the Wynn, please call - (702) 770-2370 and for Encore, Please call (702) 770-4340

E-Mail: businesscenter@wynnlasvegas.com

PC Computers (Includes 17" Flat Screen, KB & Mouse)	***Daily***	***Weekly***
Pentium 4 3.0GHz 1GB, 80GB HD,DVD,10/100	250	400
Pentium 4 3.4GHz 1GB, 120GB HD,DVD,10/100	275	450
Pentium 4 Core Duo 3.2GHz 2GB, 250GB HD,DVD,10/100	325	550
All systems include Keyboard, Mouse, Windows XP / Specify if Sound & Speakers are required		
Microsoft Office 2003 & 2007 at no additional charge		
MAC Desktops Available!		
Apple Power Mac G5 dual 2.3 GHZ 2 GB 250G Super Drive 17" flat screen	350	600
Laser Printers	***Daily***	***Weekly***
B & W Laser		
Xerox LaserJet 4510N, 80MB RAM, 45 PPM (PC or Mac)	275	450
Color Laser		
Xerox 6360 **Color Laser** 42PPM B&W (PC or Mac)	325	500
Xerox **Color** 8560MP **(MFD W/stand)**, Dual paper tray, 30 PPM (PC or Mac)	375	600
Xerox 7400 **Color Laser** 36PPM B&W (PC or Mac) can adjust to 11" x 17'	425	675
First 500 for Color pages free, each additional at 15 cents per copy		
Fax Machines and Multi-functional devices	***Daily***	***Weekly***
Xerox Laser FAX Machine with stand/storage	250	400
Xerox 8560 **Color Multi functional device** 30PPM B&W (PC or Mac)		
4-1 Print/Scan/Fax/Copy	375	600
IP address are provided by Cox Communications - please contact Convention Sales Manager for to make arrangements		
Kiosks/Cyber Café Station	***Daily***	***Weekly***
Friendly Way Kiosk/Station Pentium 4, 512MB, 20GBHD, 15" LCD, KB, Mouse	650	950
Delivery/ Setup/ Pickup/ Charges	150	150
Station Branding, Company Logo - **Please Call for Pricing**	Call	Call

Laptops	***Daily***	***Weekly***
Core Duo 1.8GHz, 2G, 120G, DVDRW, WL, 17" WXGA	325	550
Core Duo 2.1GHz, 4G, 120G, DVDRW, WL, 17" WXGA	325	600
includes carrying case, power adapters, Win XP/Office XP		
*** OPTIONAL: Sprint 4G Internet Card/USB		35
price only with laptop rental		
Color Monitors	***Daily***	***Weekly***
NEC 20" LCD Flat Screen, PC or MAC, 1280x1025	200	350
NEC 32" LCD Flat Screen, PC or MAC, 1280x1025	450	550
UPGRADES & ACCESSORIES	***Daily***	***Weekly***
Wireless cards for laptops/desktops	50	100
USB Hub	50	100
Wireless Remote Pointing Device	50	100
Wireless USB Broadband Card - (Sprint 4G)	35	75
10/100bt Ethernet hub **(Flat rate $125.00)**	N/A	N/A
Wireless Router + Printer connection **(Flat rate $125.00)**	N/A	N/A
4-1 Auto Printer switch box with cables (PC)	50	100

There is a $70.00-Delivery/Pickup fee per delivery Monday-Friday for all rentals, 9am-5pm ($125.00 for Weekends, Holidays or Before/After Office Hours)

48 hours cancellation notice required for all rentals ***Please call for multiple installation charges***

WYNN | ENCORE

Advanced Convention Services Order Form

3131 Las Vegas Blvd. South ● Las Vegas, NV 89109 ● (702) 770-2737
(Rev 022611a)

Event / Contact Information					
Event:				Date:	
Company:		Event Dates		through	
Room(s):		Booth#:			
Install Date / Time:	/	Removal Date /Time:		/	
Name:		Email:			
Billing Address:					
City:		State:		Zip:	
Phone #:					
Mobile:					
Wynn Contact Name:		Wynn #			

Services

!! Orders received less than seven (7) days prior to start of event will be assessed a 15% expedite fee. !!

Service Description	Duration	Quantity Wired	Quantity Wireless*	Total Cost
Business Basic – Bandwidth: Up to 1 Mbps Internet access for a single device at a single location. Cable included. Please provide drop location for wired orders.	1 OR 2 Days **$350.00**			**$**
	Entire Event **$399.00**			**$**
Business Support – Bandwidth: Up to 10 Mbps Internet access to a single location for up to 2 devices. Cable included for first 2 devices. Please provide drop location for wired orders.	1 OR 2 Days **$776.00**			**$**
	Entire Event **$1195.00**			**$**
Business Preferred – Bandwidth: Up to 10 Mbps A Dedicated VLAN-based solution. Includes 3 public IP addresses & Internet access at 3 locations for up to 30 devices. Cable rental required for wired orders. Please provide drop location(s). (custom wired/wireless* solutions available upon request)	1 OR 2 Days **$3060.00**			**$**
	Entire Event **$5100.00**			**$**

*** WIFI services are 802.11g (Best Effort) implementations**

Additional Services

Description	Price	Quantity	Total Cost
Additional Device (For Business Preferred & Business Support only)	**$100.00**		**$**
Additional Locations (For Business Preferred only)	**$350.00**		**$**
**** Hub/Access Point* rental** ($ 200 replacement fee if not returned)	**$150.00**		**$**
**** Cable rental** (Ethernet patch up to 100 feet)	**$25.00**		**$**
Publicly Routable IP Address +	**$125.00**		**$**
100 Mb WAN (Internet) Upgrade (For Business Preferred & Business Support only)	**$3,000.00**		**$**

**** Hub, Access Point, and Cable rentals are subject to 8.1% Sales Tax**

+ Printer networking services are available from the Business Center (Wynn: 702-770-2370 / Encore: 702-770-4340)

NOTE:		
	Order Total:	**$**
	**** Tax:**	
	Subtotal:	**$**
	Other:	
	Grand Total:	$

Payment Method

(Please Check One)

Master Account:	☐	Please provide Master Account# or Comp#:	
Credit Card:	☐	A Cox Communications Advanced Convention Services representative will contact you for credit card information.	
Check:	☐	**Payable to:**	Cox Communications
		Mail to:	Attn: Advanced Convention Services 1700 Vegas Drive Las Vegas, NV 89106

*** Please fax completed order form to Fax#: 702-823-3705 ***
If you have questions, please call our sales & support line: 702-770-2737

Service Authorization

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of Customer for the services in this Agreement. The undersigned further represents that the Customer Information and the Authorized Customer Representative Information is true and correct. This Agreement binds Customer to the Rates, Terms and Conditions of Service applicable to each of the services selected above, including any termination penalties that may apply. All Services are subject to the Terms and Conditions on Pages 3 & 4 attached hereto. Internet, Data, Web Hosting and/or Web Conferencing, CoxMail(sm) E-Mail Services, if selected by Customer, are subject to Acceptable Use Policies located at **www.coxbusiness.com/acceptableusepolicy.pdf** and Customer acknowledges receipt of these by signing below. Prices listed do not include applicable taxes, fees, assessments or surcharges. Until this Agreement is signed by Cox, it serves as a proposal which may be withdrawn or changed at anytime by Cox. Cox will honor the prices in this proposal provided Customer delivers a signed contract to Cox within thirty days from the contract date above. If Customer terminates any Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Cox may execute this Agreement using an electronic signature.

Total from Page 1: $ _____

Customer Signature: _____X **Date:** _____

Print Name: _____

COX BUSINESS ACS Terms And Conditions

1. Service and Installation
Cox shall provide Customer with the Services and Equipment identified on the first page of this Agreement. Customer is responsible for damage to any Cox equipment. Customer may use the Services for any lawful purpose, provided that such purpose (a) does not interfere or impair the Cox network, equipment or facilities and/or (b) complies with the applicable Acceptable Use Policies ("AUP") which are incorporated herein by reference. Customer shall use the equipment only for the purpose of receiving the Services. Unless provided otherwise herein, Cox shall use reasonable efforts to maintain the Services in accordance with applicable performance standards. For Cox Internet Services, bandwidth speed options may vary. Customer may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services shall be subject to the Cox AUP and the AUP is available online at www.coxbusiness.com/acceptableusepolicy.pdf . Web hosting Customers may view their AUP by clicking on the Control panel. The AUPs may be amended from time to time during the Term of this Agreement. Customer's continued use of the Services following an amendment shall constitute acceptance.

2. Service Date and Term
This Agreement shall be effective upon execution by the parties. Services shall be provided for the applicable term set forth on the first page of this Agreement and such term shall begin upon installation of Service. Cox shall use reasonable efforts to make the Services available by the requested service date. Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays resulting from construction or for reasons beyond its control.

3. Customer Responsibilities
Customer is responsible for arranging all necessary rights of access for Cox including space for cables, conduits, and equipment as necessary for Cox-authorized personnel to install, repair, inspect, maintain, replace or remove any and all facilities and equipment provided by Cox. Customer shall provide a secured space with electrical power, climate control and protection against fire, vandalism, and other casualty for Cox's equipment. Customer shall use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer engages in a public performance of any copyrighted material contained in any of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Customer is responsible for ensuring that Customer's equipment is compatible for the Services selected and with the Cox network.

4. Equipment
Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and equipment installed by Cox thereunder and that Customer shall not create or permit to be created any liens or encumbrances on such equipment. Internal Wiring shall not be considered equipment and shall become the property of Customer upon initiation of Service. Cox shall install equipment necessary to furnish the video Services to Customer. Customer shall not modify or relocate equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the equipment by any person other than Cox's authorized personnel. For Cox-owned equipment, Customer shall, at the expiration or termination of this Agreement, return the equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such equipment. Cox shall repair any equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence of Customer. If additional equipment, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service
Unless authorized in writing by Cox, Customer may not resell any portion of the Service to any other party; provided, however, Customer may, with Cox's prior written consent, resell web hosting for third parties through the Services. Customer shall be responsible for any software and content displayed and distributed by Customer or Customer's web hosting customers, if any.

6. Default
If Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by tariff or applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. IP Address and Domain Name Registration
Cox will allocate IP addresses to Customer according to InterNIC guidelines. All IP addresses assigned by Cox must be relinquished by Customer upon the expiration, termination or cancellation of this Agreement. IP address shall be subject to the IP policy in the AUP. If Customer requests, Cox will register an available domain name on behalf of Customer, and such registration shall be subject to rules promulgated by the domain name registrar, which may be amended from time to time and are presently posted at Register.com http://www.register.com/retail/policy/servicesagreement.rcmx or Verisign at http://www.netsol.com/en_US/legal/static-service-agreement.jhtml.Customer is responsible for payment and maintenance of domain name registration.

8. Termination
A 10% fee will be applied to all orders canceled between the date the order is placed, and the installation date. No refunds will be provided to orders which have been installed." If Cox is delivering Services via wireless network facilities and there is signal interference with such Service, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts.

9. LIMITATION OF LIABILITY.
COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF $5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

10. Assignment
Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

11. WARRANTIES
EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

12. INDEMNITY
Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees or agents harmless (including payment of reasonable attorneys fees) from and against any claim, actions or demands relating to or arising out of Customer's use of the Service including without limitation
(i) any content or software displayed, distributed or otherwise disseminated by the Customer, its employees, or users of the Services,
(ii) any claim that Customer's use of the Service including the registration and maintenance of Customer's selected domain name(s), infringes on the patent, copyright, trademark or other intellectual property right of any third party;
(iii) any malicious act or act in violation of any laws committed by Customer, its employees or users using the Services; and/or
(iv) violation by Customer, its employees or authorized users of the Cox AUPs.

13. Viruses, Content, Customer Information
Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting its network, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

14. Miscellaneous
This Agreement, the tariffs, the documents referenced herein, and the AUPs constitute the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written instrument signed by the parties. The rights and obligations of the parties under this
Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed.

15. Regulatory Authority-Force Majeure
This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

16. Web Hosting Servers.
Cox reserves the right to select the server for Customer's web site for best performance. The Customer understands that the Services provided by Cox may be provided on a shared server. This means that one web site cannot be permitted to overwhelm the server with heavy CPU usage, for example from the use of highly active CGI scripts or chat scripts. If the Customer's web site overwhelms the server and causes complaints from other users, the Customer has outgrown the realm of shared services and will be required by Cox to relocate its web site. If the Customer refuses to comply with this Section, then Cox has the right to terminate the Services. Cox will use reasonable efforts to maintain a full time Internet presence for the Customer. The Customer hereby acknowledges that the network may, at various time intervals, be down due, but not restricted to, utility interruption, maintenance equipment failure, natural disaster, acts of God, or human error and Cox shall not be liable to customer for such outages or server downtime.

17. Digital Millennium Copyright Act.
Cox is registered under the Digital Millennium Copyright Act of 1998. Pursuant to 17 U.S.C.
Section 512(c)3, if you believe that a Web page hosted by Cox is violating your rights under U.S. copyright law, you may file a complaint with Cox's designated agent. Please contact DMCA@Cox.com for information necessary to file your complaint with Cox.

Wynn Las Vegas Telecommunications/PABX Use Only	
Received Date	
Received Time	
Install Date	
Assigned To	
Comments	

REQUEST FOR VOICE SERVICES

- This completed form along with a room/booth layout showing drop locations should be faxed to Wynn Las Vegas Telecommunications/PABX Services FAX 702-770-1568 PHONE 702-770-2330 3131 Las Vegas Blvd. South, Las Vegas, Nevada 89109
- If other special telecommunication equipment or voice services are required which are not detailed on this form, please fax along with this request.
- Orders will be fulfilled in the order they were received.

Event Name _____

Contact _____ E-Mail _____

Telephone Number _____ Fax Number _____

Address _____

City _____ State _____ Zip Code _____

Group _____ Room/Booth _____

Install Date Install Time Remove Date Remove Time

ALL INFORMATION ABOVE MUST BE COMPLETED IN ORDER TO PROCESS REQUEST

Voice Services (Per Event)	Quantity: Restricted In-House Only	Quantity: Restricted Local & Toll Free Only	Quantity: Unrestricted Long Distance	Cost	Total
Standard Telephone (Two-Lines)				$ 250.00	
Additional Rollover Line (Multi-line up to 24 lines)				$ 100.00	
Additional Extension (Same Phone)				$ 150.00	
Fax/Modem Line (Line ONLY – does not include machine)				$ 250.00	
Phone Long Distance Access Security Code				$ 50.00	
Polycom Speaker Phone ($500 refundable deposit required)				$ 375.00	
Relocation / Change Fee				$ 100.00	
T-1 extended from demark *(Customer must order T-1 from Sprint or other vendor. Vendor can only drop T-1 to demarcation point in Technology Center)*	X	X		$ 500.00	
Other				$	
				GRAND TOTAL	

All Telephone Equipment must be returned to Wynn Las Vegas Telecommunications/PABX Department

Name of Cardholder _____

Credit Card Number _____ Expiration Date _____

Type of Card ☐ American Express ☐ Visa ☐ Mastercard ☐ Discover ☐ Other _____

Wynn Las Vegas Master Account Number _____

Card Holder Signature/Agreement _____

I authorize the charges detailed within this request form to be charged to my credit card listed here. By signing I also agree that I have read and agree to the terms and conditions set forth for these services by Wynn Las Vegas Telecommunications/PABX Department.

TERMS AND CONDITIONS

a) Client agrees not to misuse Wynn Las Vegas Telecommunications equipment. Wynn Las Vegas Telecommunications/PABX Department reserves the right to disconnect any client if they are found to have violated this usage agreement.
b) Wynn Las Vegas Telecommunications/PABX is not responsible for the loss or damage to any equipment provided by a client or a third party.
c) CANCELLATION POLICY Any order or portion of an order that is cancelled by the customer after Wynn Las Vegas Telecommunications/PABX Department has completed processing said order, will be subject to a cancellation fee of 10% of the cancelled portion. When installation of the ordered services has been completed, no canceled order will receive a refund of any percentage of the canceled portion.
d) Choice of Law: Wynn Las Vegas Telecommunications/PABX Department is a department of Wynn Las Vegas, a Nevada Limited Liability Company. This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the exclusive place of venue and jurisdiction shall be the county of Clark in the State of Nevada.
e) Modification: This agreement shall not be modified or amended by the parties except by written instrument signed by the parties.
f) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
g) Acceptance of Terms: Clients expressly acknowledges by receipt of Services and/or Products delivered by Wynn Las Vegas Telecommunications/PABX Department to Client or its designee, to the terms and conditions herein contained.
h) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
i) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment accessories, remote controls, cables, knobs, switches, and cases are included in equipment responsibility.
j) Equipment procedures:
    1) Phone instruments will be delivered to your location.
    2) Exhibitors will be responsible for the protection of any equipment rented from Wynn Las Vegas Telecommunications/PABX and will ensure that all equipment is returned to Wynn Las Vegas Telecommunications/PABX. Wynn Las Vegas Telecommunications/PABX reserves the right to charge the customer for any lost equipment.
    3) Rental equipment provided by Wynn Las Vegas Telecommunications/PABX Department for this order will remain the property of Wynn Las Vegas Telecommunications/PABX Department.
    4) Only Wynn Las Vegas Telecommunications/PABX or Wynn Las Vegas EPS personnel are authorized to modify system wiring or cabling within the facility.
    5) All equipment must comply with F.C.C. regulations.
    6) Long distance service is provided by Sprint

PHONE USAGE CHARGES

Long distance and phone usage are billed by Resort through Sprint. Standard phone usage charges applied are as follows:

There will be a $1.25 access surcharge for credit card, collect, and third party calls (in addition to the actual cost of the calls).

Local and Toll-Free Calls (800, 888, 877, and 866 prefixes): $1.25 per call for the first 30 minutes and $0.15 per minute for each additional minute.

All direct dialed Long Distance and International calls will be charged AT&T Operator Assisted rates plus a hotel surcharge of 45%.

Directory Assistance: $1.50 (Local or Long Distance)

Operator Services for this phone are provided by: ASC Telecom, P.O. Box 709 Winona, MN 55987-0709

Any complaints regarding telephone charges and services can be directed to:

The Federal Communications Commissions
Common Carrier Bureau, Enforcement Division
445 12th Street, SW
Washington DC 20554

It is illegal for any party to transmit or download copyrighted material. Under new laws Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our company being prosecuted, Wynn Las Vegas EPS will take action against any customer found to be violating copyright laws.

Digital Millennium Copyright ACT ("DMCA") Notice. In operating the Service, we may act as a "services provider" (as defined in the DMCA) and offer services as an online provider of materials and links to third party web sites. As a result, third party materials that are not owned or controlled by us may be transmitted, stored, accessed or otherwise made available using the Service. If you believe any material available via the Service infringes a copyright, you should notify us using the notice procedure for claimed infringement under the DMCA. We will respond expeditiously to remove or disable access to material we determine may be infringing and will follow the procedures specified in the DMCA to resolve the claim between the notifying party and the alleged infringer who provided the applicable content. The address for infringement notices under the DMCA is Wynn Las Vegas, LLC, 3131 Las Vegas Blvd, South, Las Vegas, NV 89109.

WYNN | ENCORE

Floral Order Form

ALL ORDERS MUST BE PLACED 10 DAYS PRIOR TO EVENT DATE
Any Orders after this date will be subject to a 25% surcharge
Completed Orders fax to (702)770-1550

GROUP NAME:

Select: ☐ Ceramic Vase ☐ Glass Vase

Type: ☐ Modern/Architectural ☐ Country/Garden ☐ Elegant/Rich ☐ Eclectic/Funky

Do you have a special flower preference? Y / N

If Yes:

Or a Seasonal Arrangement? Y / N

If Yes:

Flower color preferences:

Comments:

Sizing Options: Please indicate number of each next to the appropriate size.

☐	*Small:*	Appropriate for intimate cocktail table. Arrangement approx. 8" tall x 4.5" wide. **Cost $85**
☐	*Medium:*	Appropriate for larger 6' or 8' round table or reg. desk. Arrangement approx. 30" tall x 10" wide. **Cost $200**
☐	*Large:*	Appropriate for a corner booth or as an accent piece. Arrangement approx. 36" tall x 18' wide. **Cost $350**
☐	*Extra Large:*	Appropriate as the focal point of a booth or exhibit. Arrangement approx. 48" tall x 36" wide. **Cost $500**

Total Number: _____ Total Cost: _____

Service Call: Your arrangement will stay fresh for two days.
Do you want to schedule for a Refresh Service Call to replace water and trim wilted flowers? Y / N

Small: ***$45*** *per refresh* *Large:* ***$65*** *per refresh*
Medium: ***$55*** *per refresh* *Extra Large:* ***$85*** *per refresh*

Date and times requested for refresh: _____ / _____

Billing Information: _____

Credit Card #: _____ Exp Date (mm/yy) _____

Name of Card: _____

Authorized Signature: _____

Once your floral order has been received, you will be contacted via e-mail as confirmation, please provide the below information requested.

E-mail Address: _____ Phone No. _____

Deliver to: _____ Room No. _____
Booth No. _____ Date/Time _____
Receiving Signature _____

(Once completed, please fax to your Catering Manager at (702) 770-1550.)

RENTAL - GREEN PLANTS

All plants include the following decorative planters: ☐White ☐Black ☐ Terra Cotta	Cost Each 1 – 3 Days	Cost Each 4 – 5 Days	Quantity	Total
Mum Plants: ☐ Yellow ☐ White ☐ Lavender	25.00	35.00		
Bromeliad	25.00	35.00		
Green Table Plant	25.00	35.00		
Regular Fern	20.00	30.00		
Large Fern	25.00	35.00		
3 – Foot Green Plant	30.00	40.00		
4 – Foot Green Plant	30.00	40.00		
5 – Foot Green Plant	38.00	55.00		
6 – Foot Green Plant	45.00	58.00		
8 – Foot Green Plant	54.00	80.00		
Ficus Grouping: 1 – 6 ft Ficus, 2 – 4 ft Ficus, 2 – 3 ft Arbs	175.00	250.00		
Palm Grouping: 1 – 6 ft Palm, 2 – 4 ft Palms, 2 – 3 ft Palms	175.00	250.00		
Lights on Trees	18.00			
Total				

Please fax order to the catering office at 702-770-1550.

If you do not receive a confirmation within 7 days of sending the fax, please call 702-770-7900.

Delivery/Pick Up Fee is $50, for orders received less than 7 days prior to event date, delivery/pick up fee is $150

Delivery or Pick Up after 9pm is an additional $50.00

Any cancellations received less than 24 hours of delivery time, will be charged full rental price.

Company Name:	
Contact Name:	
Company Address:	
Phone Number:	
Email Address:	

PAYMENT:

Credit Card Type: ☐ AMEX ☐ Master Card ☐ Visa	Credit Card Number:
	Expiration Date:
Name on Card:	
Authorized Signature:	

Name of Event or Conference:	
Delivery Date:	Pick Up Date:
Delivery Time:	Pick Up Time:
Location:	Booth Number:

WYNN | ENCORE

Wynn Las Vegas|Encore
3131 Las Vegas Boulevard South
Las Vegas, NV 89109

Subject: Vendor Policies for Wynn Las Vegas|Encore

At Wynn Las Vegas|Encore, we appreciate your partnership and desire to provide the most professional services to our guests. In this regard, we would like to ensure that we are in synchronization and request the following policies while on a Wynn Resorts property.

Dress Code:

- All vendors are required to wear uniforms (if uniforms are provided by your company), during the routine of your job duties while on site. If no uniforms are provided, Wynn Las Vegas|Encore will require the following during your presence on property:
    - Short or long sleeve, T-shirts or golf shirts, with company logo; clean, with no stains or tears.
    - Clean slacks or jeans without tears, rips, or stains.
    - No shorts or sweatpants
    - No baseball hats, unless it is part of your company uniform and is clean and worn properly (i.e. bill facing forwards, etc.)

- Shoes to be clean, neat and laces tied. No sandals, Birkenstocks, Tevas, or flip flops will be allowed. Sneakers, conservative work shoes, and work boots are acceptable.

- Our security guard at the loading dock will approve the appearance of each vendor. If your attire is not within the proper expectations of Wynn Las Vegas, you will be requested to refrain from entering all public areas of the property.

Policies:

- Badges must be obtained at the loading dock from our security guard on duty and visibly worn throughout while on property. This badge is to be returned back to our security guard upon leaving the property.

- Guest bathrooms are not to be used, so please utilize the employee restrooms in the back of the building.

- There is absolutely no smoking, other than in the designated smoking area on the loading dock next to the security checkpoint.

- Deliveries must be done through the basement and not through the public hallways or areas.

- All vendors must park in the Wynn Las Vegas self parking garage, or if at Encore the Encore self parking garage. No privately owned, cars, motorcycles, or bicycles may be parked in the loading dock area as this area is for loading and unloading only

We truly appreciate your cooperation in meeting our five star standards and look forward to many successful future partnerships with your organization.

Wynn Las Vegas
October 8-10, 2013
Las Vegas, NV

Lead Management Order Form

Order Online:
http://orders.captureleads.com/collections/viva

Deadline To Order: September 19, 2013
Questions? 800-201-2588 ext. 101
support@captureleads.com

Order now to maximize your Tradeshow participation!
Lead retrieval can be used to collect electronic information of attendees that visit your booth. Optional survey questions or free-flow text can be added for $50 dollars. Options are detailed below. Use the online form to complete your order.

OPTIONS	Included	Conditions	Price

Mobile Lead Retrieval App
 	
Capture leads on your own smartphone anywhere. Either scan the QR code on the badge (if applicable at your show) or enter in a Badge ID. Works with iPhone, iPad and Android devices. All leads captured are consolidated across the activations into a single account.
	• 3 Activations total from a combination of
	  • iPhone*
	  • iPad*
	  • Android*
	• Custom Survey *(If selected during your order)*
	
	*iPhone 4 or higher; IOS 6 or higher, Android 4.0 or higher
		• Blackberry/Windows version not available.
		• Data rates apply for all data synchronizations.
			$ 450.00

Tablet Lead Retrieval Rent an Android device from us! The same lead retrieval application on a sturdy Android device with long battery life. Either scan the QR code on the badge (if applicable at your show) or enter in a Badge ID.	• 1 single activation • High resolution camera for optimal scanning • Custom Survey *(If selected during your order)*	• Lead upload only supported in limited wireless areas. • Leads uploaded and available via secure website within 48 hours of show floor close.	**$ 450.00**
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